

FISC JACKSONVILLE NOTICE 4235

To: Distribution List

Subj: **PROCUREMENT PLANNING AND CUTOFF DATES FOR FY03**
REQUISITIONS REQUIRING PURCHASE OR CONTRACTING ACTION

Ref: (a) NAVSUPINST 4200.84 Series
(b) FAR Part 7.103
(c) NAVSUP Publication 547 of Jun 94
(d) SECNAVINST 5000.2B

Encl: (1) FISCJAX FY03 Requisition Submission Deadlines
(2) FISCJAX Requirement for IT Requisitions
(3) Sample IT Review and Approval Format
(4) FISCJAX Policy for Micropurchases (<\$2500)
(5) Lease vs Purchase Documentation Format
(6) FISCJAX Contracting Department Telephone List

1. Purpose. To improve the procurement planning process and help ensure the timely obligation of FY03 customer funds by establishing cutoff dates for receipt of purchase requests (PRs) at FISC Jacksonville and all detachments and sites.

2. Scope. This notice is applicable to all activities that submit PRs to the FISC Jacksonville Contracting Department and all detachments and sites for action.

3. Background. Reference (a) discusses Procurement Administrative Lead Time (PALT) and requires each contracting activity to annually inform its customers of current PALT forecasts and required deadline dates for receipt of purchase requests.

4. Recommendations for Procurement Originators.

a. Submit purchase requests at the earliest possible time, even prior to receipt of funds, if necessary. With proper planning, presolicitation actions can be executed and solicitations readied for issuance as soon as funds are received. The Competition in Contracting Act (CICA) which became effective 1 April 1985 requires, with limited exceptions, that procurements be competed. Competitive procurements take longer to award than non-competitive procurements; hence, the need for adequate procurement lead time is critical to both the purchase of required material and services, as well as, in the timely obligation of customer funding. Reference (b)

prohibits Contracting Officers from by-passing competition due solely to a customer's lack of advanced planning or need to obligate expiring funds. Consequently, it is important that the cutoff dates listed in enclosure (1) be incorporated into your requirements planning process.

b. Ensure that procurement packages are complete and that your requirements are clearly defined. A complete/workable purchase request allows us to provide immediate service to our customer and saves you from expending time and resources on costly rework and re-submissions.

All purchase requests must include a description of the required supplies or service adequate to permit competitive acquisition (this includes purchase requests for rental or maintenance of Information Technology (IT). Ensure that all procurement packaged and prepared in accordance with reference (c). Please visit NAVSUP website www.n11.navsup.navy.mil to obtain a copy of the publication.

c. If the purchase description you provide limits the availability of the item or service to one source (sole source), the requisition must be accompanied by a full justification explaining why the item is the only one that will meet the Government's needs. This sole source statement must be attached to the requisition. Requirements over \$100,000 require a formal Justification and Approval (J&A) in the format specified in Federal Acquisition Regulation (FAR) Part 6.303-2. Sole source requirements over \$50 million must have the approval of the Commander, Naval Supply Systems Command, Mechanicsburg, PA.

d. As explained in reference (d), the focus of the Information Technology (IT) policy has changed from Life Cycle Management (LCM) to IT Capital Planning and Information Technology Acquisition Management (ITAM). Field activity authority for IT acquisition is conveyed through approval of an annual Information Technology Infrastructure Abbreviated Acquisition Program (ITIAAP) Plan. The required ITAM documentation for these requirements is an ITIAAP plan. See enclosure (2) for FISC JAX requirements for IT requisitions (includes computer hardware and software, data, or telecommunications that performs functions such as collecting, processing, transmitting and displaying information) submitted for processing.

e. In addition to the above IT policy, the Navy-Marine Corps Intranet (NMCI) contract was awarded on October 6, 2000 and commands will begin to transition from their current network to NMCI. The NMCI contract contains a wide range of Contract Line Items (CLINs) which may potentially be ordered. Only some of these are fully defined and priced at this time: CLINs 0001-0013, 0016-0018, 0020-0022 and 0024-0027, covering basic and enhanced fixed and portable seats, enhanced connectivity, and moves, adds and changes. Flag/SES level reviews of requirements covered by these CLINs are required. For priced CLINs and descriptions go to www.eds.com/nmci/catalog.htm. For the remainder of NMCI contract CLINs, further contractual steps must be taken before an order may be issued. The NMCI contract is not a mandatory or preferred source for these requirements and DON activities may obtain these requirements from other sources. Accordingly, Flag/SES level reviews are not required for these requirements although NMCI should be considered as an available source in acquisition

planning. If a review concludes that a requirement may be satisfied by other than the NMCI contract because it is clearly needed before it can be delivered under the NMCI contract, verification by the PCO that the NMCI contract schedule cannot be modified is not required. This restriction applies to GSA Schedule orders and delivery orders under Indefinite Delivery Type contracts as well as new purchase orders and contracts. Requisitions submitted without the appropriate review and approval shall be returned. Exceptions to this review are listed on the sample IT Review and Approval Form provided as enclosure 3. NAVSUP claimant activities (NAVICP, FISC's, FOSSAC, FMSO, NAVTRANS, etc) shall submit their internal IT requirements over \$25,000 for review to NAVSUP. Non-NAVSUP claimant activity's requirements will be reviewed within the activity's chain of command, whether the activity will be purchasing the items directly or submitting a requisition to another activity.

f. After identifying your required delivery date, consider both PALT and manufacturing time or service start-up time to determine the date by which you must submit your purchase request to FISC in order to ensure timely/delivery and obligation of funds. Remember, purchase requests must be submitted early enough to allow sufficient time for the procurement process and manufacturing or start-up time.

g. Requirements over \$25,000, and not available on GSA schedule, take longer to process even under Simplified Acquisition Procedures (SAP). They must be synopsisized for at least 15 days before the Request For Quotation (RFQ) can be issued. The RFQ is open from five (5) to fifteen (15) days, depending on the complexity of the requirement, and all responses must be evaluated, which can take several days. It is not simply a matter of calling three sources for prices and awarding in a day or two, it can take up to 35 to 40 days. Keep this in mind if your requirement is in excess of \$25,000 and not on GSA contract. Our Contracting Officers are available for advanced procurement planning and you are encouraged to communicate your needs to them as early as possible.

h. Establish contract options for subsequent year's requirements to ensure prompt obligation of funds with minimal administrative effort.

i. Purchases less than \$2500 (Micro Purchase) are to be made by the customer using customer Government-wide Commercial Purchase Card (GCPC). Requirements less than \$2500 will only be accepted, with appropriate written justification, to be purchased by FISC, see enclosure (4).

5. Action.

a. Activities should use the PALT and cutoff dates listed in enclosure (1) to plan their submission of purchase requests. The PALT shown is measured in days from receipt of a proper, complete and workable purchase request as addressed above and represents an average for procurements of that particular type and category.

b. Activities should ensure that their purchase requests are received at this Command no later than the cutoff date established in enclosure (1). These dates allow for the increase in procurement workload normally experienced toward the end of the fiscal year and are not a reflection of normal PALT alone. If an urgent operational requirement necessitating procurement action arises after the applicable cut-off date, the requisition should be delivered directly to the FISC Jacksonville Customer Service Officer along with a description of the circumstances requiring the emergency procurement and exception to the established cutoff date. Each requirement will be reviewed on a case-by-case basis to determine if it can be completed before the end of the fiscal year, and you will be notified accordingly.

c. At the end of each fiscal year, several thousand agreements for rental/lease/maintenance of various equipment and services expire and require renewal on 1 October. In addition, many new requests are submitted. To ensure these requirements are placed in as timely a manner as possible, activities are urged to submit their purchase requests as soon their FY04 purchase requirements are known. These documents should cite FY04 funds with the statement "Subject to the Availability of Funds". Also, please ensure that your FY04 document number uses the Julian date 4274.

d. In accordance with FAR 8-001, requiring activities must submit a statement along with the requisition stating that screening for excess government property has been performed prior to initiating a lease. In accordance with DFARS 207.401, for leases of more than 60 days, the requiring activity must prepare and provide the Contracting Officer with justification supporting the decision to lease versus purchase. A determination for lease versus purchase must show that certain minimum factors have been considered in accordance with FAR 7.401. Enclosure (5) is provided for your convenience in preparing your justification.

6. Our aim is to meet our customers' contracting requirements by getting you what you need, when and where you need it. With proper planning, communications, and teamwork, we will accomplish those expectations.

7. Dissemination. It is requested that this information receive wide dissemination within your command, as well as periodic publication in the Plan of the Day, and posting on command or divisional bulletin boards.

Bruce N. Lemler
By direction

Distribution:

FISCJAXINST 5605.1J, List B

Special: FISC Contracting Personnel and FISC Partners

FISCJAX SAP Sites: Mainsite Jacksonville, Mayport, FL, Kings Bay, GA,

Pascagoula, MS, Charleston, SC, Corpus Christi, Ingleside, & Kingsville, TX and Key West, FL.

FISCJAX FY03 REQUISITION SUBMISSION DEADLINES

The following deadline dates will apply to any requisition requiring purchase action by FISC Jacksonville in FY03:

<u>Estimated Value of Procurement</u>	<u>Priority</u>	<u>Deadline</u>
\$1 Million or more (including options)	All	31 Mar 03
\$100,000 to \$1 Million (including IT)	All	15 May 03
\$25,000 to \$100,000 Rental/Maintenance	All	01 Jul 03
\$25,000 to \$100,000 Non-GSA	All	15 Aug 03
Under \$25,000 FY04 Rental/Maintenance Renewals and new Requirements	All	01 Jul 03
\$25,000 - \$100,000 Available on GSA Schedule	All	15 Sep 03
Under \$25,000	4-15	22 Sep 03
Under \$25,000*	1/2/3	30 Sep 03
*NOTE: If purchase card eligible, submit required documentation in accordance with current rules & regulations.		

Note: Every effort will be made to process all requirements, time permitting. Requisitions submitted after normal cut-off dates will be processed based upon priority and end of Fiscal Year time constraints. Every effort should be made to submit requirements within the established cut-off dates in order to ensure timely processing of requirements and obligation of funding.

Enclosure (1)

The focus of the Information Technology (IT) policy has changed from Life Cycle Management (LCM) to IT Capital Planning and Information Technology Acquisition Management (ITAM). Field activity authority for IT acquisition is conveyed through approval of an annual Information Technology Infrastructure Abbreviated Acquisition Program (ITIAAP) Plan. The required ITAM documentation for these requirements is an ITIAAP plan. Requirements for IT requisitions includes computer hardware and software, data, or telecommunications that performs functions such as collecting, processing, transmitting and displaying information.

FISC JAX REQUIREMENTS FOR IT REQUISITIONS SUBMITTED FOR PROCESSING ARE:

FOR SAP REQUIREMENTS (up to \$100,000)

The statement on each requisition that it is IAW (activity's) approved annual ITIAAP plan.

FOR LARGE PURCHASE REQUIREMENTS (>\$100,000)

A copy of the first page and the signature page of the activity's approved annual ITIAAP plan.

Enclosure (2)

Information Technology-Related Procurement Review and Approval

Activity: _____
Procurement Description: _____
Procurement Dollar Value: _____
Procurement Award Date: _____

This IT Procurement is in excess of \$25,000 and does not include requirements for:

- A. Local voice services
- B. Top Secret or compartmentalized information
- C. Cryptologic-related activities related to national security systems
- D. Computer resources (hardware and software) that are physically part of, dedicated to, and essential to the performance of a weapons systems or shipboard system associated with the IT-21 effort.

NOTE: Embarkable/deployable workstations, portable computers, laptop computers, etc. are not included in the above exemptions.

_____ Waiver to use other than the NMCI contract is approved based on IT capabilities being unavailable under the NMCI contract.

_____ Waiver to use other than the NMCI contract is approved based on the requirement being essential to the successful execution of a command program initiative that is clearly needed before it can be delivered under the NMCI contract.

_____ Waiver to use other than the NMCI contract is approved for IT services for which the period of performance will expire before transition to the NMCI contract, (or a reasonable time thereafter as agreed by the NMCI Government Management Office and requesting official (see attached email, FAX, etc. agreement by the NMCI GMO)).

Approved:

Flag Officer/SES

Date

Enclosure (3)

DOCUMENTATION REQUIRED FOR MICROPURCHASES (<\$2500)

In accordance with NAVSUP policy letter SA99-16, dated 08 APR 99, the requiring customer shall ensure that purchase requests forwarded to the supporting purchasing office include a written statement either on the face of the purchase request or as a separate document, detailing one of the following circumstances:

1. **"The following vendor(s) were contacted and refused to accept the purchase card."** This statement is the only one that **may** preclude the use of the purchase card. The requiring customer shall identify at least two vendors contacted who refused the acceptance of the purchase card (only one vendor required on sole source requirements). If the buyer, at the supporting purchasing office, locates a vendor that will accept the purchase card, the purchase request shall be returned to the requiring customer to utilize their purchase card and complete the transaction. Prior to issuing any type of award/order valued at or below \$2500, the supporting purchasing office is responsible for preparing and obtaining the approval of a written determination. The only written determination authorized for processing purchase orders, orders under task and delivery order contracts, orders under basic ordering agreements or calls against blanket purchase agreements, (when not utilizing the purchase card on a stand alone basis or as the method of payment) is, "the source or sources available for the supply or service do not accept the purchase card and the contracting activity is seeking a source that accepts the purchase card." (In accordance with OUSD (A&T) memorandum of 2 October 1998.)

2. **"The requested supply or service requires written terms and conditions".** The requiring customer shall list the written terms and conditions and reasons therefore. The purchase request shall also state if the Government Commercial Purchase Card will be used as the method of payment. The purchase request shall state the name of the cardholder and telephone number.

Any questions to the above, please call Carolyn King (904) 542-1250 or Ingrid Williams (904) 542- 1076.

Enclosure (4)

LEASE-PURCHASE JUSTIFICATION

GENERAL INSTRUCTIONS

1. Completion of this form is required for all rental/leases, regardless of dollar value.
2. If the requested lease period is less than 60 days, complete only Question 6 of Part I plus all of Part II and return the form to FISC.
3. If the purchase price of the item to be leased is less than \$100,000 or the item has a useful life of less than two years, only Part I needs to be completed and returned. Please note that the purchase price of the item is the cost to buy the item outright, and NOT the estimated rental cost.
4. There are two determinations that must be completed prior to requesting a lease: (a) the "Lease versus Purchase Determination" and (b) the "Capital versus Operating Lease Determination."

A. LEASE VERSUS PURCHASE DETERMINATION

In accordance with FAR 7.4, agencies should consider whether to lease or purchase equipment based on an evaluation of comparative costs. Since you believe that it is in the best interest of the Government to lease the items, you must justify this decision. Part I of this form must be completed to provide this justification information. When completing Part I, consider the following:

There are generally two different lease methods commonly requested by DoD activities: (1) a straight lease and (2) a lease with the option to purchase.

Straight Lease: A lease that provides for a specific period of performance, after which the Government has neither ownership of the item nor an option to purchase the item.

Lease with the Option to Purchase: A lease that includes provisions for Government purchase of the item at any time during the lease period of performance. This typically includes application of a portion of the lease payments towards the purchase price of the item.

A third type of lease method, lease to own, also exists. However, DoD activities do not utilize this method. Lease to own procedures transfer ownership of the leased item to the Government at the end of the lease period, at no additional purchase cost. Therefore, the Government is not really leasing the item, but simply making installment payments.

B. CAPITAL VERSUS OPERATING LEASE DETERMINATION

Part II of this form addresses capital versus operating leases. If the item you want to lease has a purchase price over \$100,000, has a useful life of over two years, and any one of the four of the following circumstances exist, you are requesting a capital lease:

1. The lease transfers ownership of the property to the Government at the end of the lease.
2. The lease contains an option to purchase at a bargain price.
3. The total lease period exceeds 75% of the useful life of the item.

Enclosure (5)

4. The total lease payments, less maintenance and transportation costs, exceed 90% of the purchase price.

Otherwise, you are requesting an operating lease.

Please keep in mind that a capital lease requires capital/investment (OPN) funding for all lease payments, as well as for the purchase price. An operating lease allows for payment of lease monies with expense or operating (O&MN) funds.

PART I - LEASE VERSUS PURCHASE INFORMATION (Requiring Activity Completes)

1. Item to be leased/rented:

2. Which current Government inventories were checked for availability of the required equipment? When?

3. Why is the equipment needed and why must it be leased/rented instead of purchased. Please keep in mind that a lack of funding does not justify leasing.

(Examples: obsolescence of equipment due to technological advances, lack of maintenance capability, etc.)

4. What is the expected lease period (i.e., 6 months, 12 months, etc.)?

What is the anticipated extent of usage during the lease period(i.e. 24 hrs a day / 7 days a week)?

5. What is the expected lease period (i.e., 6 months, 12 months, etc.)?

What is the anticipated extent of usage during the lease period(i.e. 24 hrs a day / 7 days a week)?

6. Are there any financial or operating advantages of alternate types/makes of equipment. If yes, please explain. _____

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7. Please provide market research information regarding the availability and cost of leasing/purchasing the required equipment. (If more than one type of equipment is required, provide market research information on all.)

Company	#1	#2	#3
POC & Telephone No.			
Useful Life of Equipment			
Monthly Rental/Lease Cost			
Portion of Monthly Cost Applicable to Maintenance			
Portion of Monthly Cost Applicable to Transportation			
Total Rental/Lease Cost			
Purchase Cost (less scrap or salvage value)			
Purchase Cost (less scrap or salvage value)			

If total lease costs (less maintenance and transportation costs) exceed the purchase price (considering estimated scrap or salvage value at the end of the useful life), the higher cost of leasing must be justified and proven to be in the best interest of the Government. Please provide information that supports your request.

Describe the Government's scrap or salvage value of the owned equipment at the end of its estimated useful life. If the equipment can be refurbished (and its useful life thereby extended), what would be the estimated cost of that future overhaul and the addition to the useful life.

PART II- CAPITAL VERSUS OPERATING LEASE (Requiring Activity Completes ONLY if the purchase price of the item is over \$100,000.)

1. Does your request include an option to purchase? Yes____ No____
2. Is the lease term (length of time for rental) equal to 75% or more of the useful life of the item? Yes____ No____
3. Do the total lease payments (less the maintenance and transportation costs) exceed 90% of the purchase price? Yes____ No____

IF YOU ANSWERED YES TO ANY OF THE ABOVE QUESTIONS YOU HAVE REQUESTED A CAPITAL LEASE AND MUST PROVIDE CAPITAL FUNDS FOR BOTH THE LEASE PAYMENTS AND ANY APPLICABLE PURCHASE OPTION PRICE.

4. Are capital funds available for this requirement? Yes ____ No ____

5 Verified capital funding for this requirement with _
Name _____ Code _____ Phone _____

To the best of my knowledge, the above information is current, accurate, and complete.

Printed Name, Title, Code, and Phone Number of Preparer:

Signature of Preparer: _____

PART III- CONTRACTING OFFICER'S DETERMINATION (To be completed by FISC)

_____ The customer has completed PART I and has adequately justified that leasing is in the best interest of the Government and has insured that sources of excess Government property have been screened.

_____ PART I was not adequately documented by the requiring activity; therefore, the following additional information is provided in support of the lease determination:

_____ Completion of PART I is not required as the lease timeframe is less than 60 days.

_____ The customer has completed PART II and has demonstrated that appropriate funds are available for the CAPITAL or OPERATING (circle one) lease.

_____ Completion of PART II is not required as the purchase price of the item is less than

\$100,000 and the item is, therefore, not a capital asset, in accordance with DoD

Financial Management Regulation Volume 2B, Chapter 9, Section 090103,

paragraph C. 1.

Based on the above information, the Contracting Officer determines that use of lease/rental procedures rather than purchase is in the best interest of the Government and that appropriate funds are available.

Purchasing Agent/Contract Specialist Date

Contracting Officer Date

CONTRACTING DEPT

FAX: (904) 542-1087
COMM: (904) 542-XXXX
DSN: 942-XXXX
Feb 03

@jax.fisc.navy.mil

Bruce_N_Lemler	Director of Contracting	1064
Lawrence_M_Bergeron	Deputy Director of Contracting	1065
Victoria_E_Brown	Contractor	0464

Main Site

Large Purchase
FAX (904) 542-1098
@jax.fisc.navy.mil

Fran_Kennedy	Division Manager	1062
Margaret_C_Fenn	Procurement Tech	1070
Brenda_K_Norris	Contract Specialist	1139
Jacquelyn_S_Jackson	Contract Specialist	1264
Kay_P_Eichholz	Contract Specialist	1246
Carol_A_Foulk	Contract Specialist	4326
Rolondo_R_Turner	Contract Specialist	1166
Debra_J_Beck	Contractor	1060
Robert_T_Marshall	Contractor	1079

NMCI/SPECIAL PROJECTS

FAX (904) 1095
@jax.fisc.navy.mil

Darlene_M_Kunde	Director, NMCI	1073
Rebecca_Washington	Contract Specialist	1162
Ryan_M_Mullins	Contract Specialist	1254
Paulino_J_Ison	Contract Specialist	1061
Mattie_J_Washington	Contract Specialist	1082
Gladys_D_Callahan	Contract Specialist	1067
Arleen_L_Starks	Contract Specialist	0471

Enclosure 6

Policy & Analysis Division

FAX (904) 541-1096

@jax.fisc.navy.mil

Janell_G_Palmer	Division Manager	1251
Cassandra_F_Roberts	Procurement Analyst	1255
LaVerne_M_Clark	Procurement Analyst	1265

Small Purchase/ Operations

FAX (904) 542-0927

@jax.fisc.navy.mil

Carolyn_F_King	Division Manager	1250
Sheila_A_Pearson	Procurement Analyst	1140
Ingrid_S_Williams	Program Assistant	1076
Debra_L_Chenoweth-Bravo	Budget Technician (CNRSE)	1257

NADEP

FAX (904) 542-1111

@jax.fisc.navy.mil

Venita_K_Harmon	Purchasing Agent	1229
Lula_L_Jones	Purchasing Agent	1071
Clarice_L_Poitier	Purchasing Agent	1061
Linda_F_Nelson	Purchasing Agent	1077
Anne_T_Ditch	Contract Specialist	1267

Mayport

FAX: (904) 270-6498

COMM: (904) 270-5699

DSN: 960-XXXX

@jax.fisc.navy.mil

Mary_L_Hart	Supv Purchasing Agent	ext 150
Judith_K_Hopper	Purchasing Agent	ext 147
Luis_J_Navarro	Purchasing Agent	ext 156
Katherine_F_Frisko	Purchasing Agent	ext 146

Ellen_E_Reich	Procurement Tech	[1-800-955-8770 270-6497 (TDD-voice)] [1-800-955-8771(TDD only)
Robert_A_Colcuhoum (Bob)	Contractor	ext 154

Kings Bay

FAX: (912) 673-2007
COMM: (912) 673-XXXX (direct *)
(912) 673-2001 (ext)
DSN: 573-XXXX
@jax.fisc.navy.mil

Carolyn_B_Wilson	Purchasing Agent	9283
Donna_M_Hill	Purchasing Agent	2656
Carolyn_S_Walker	Purchasing Agent	8517
Andrea_B_Brown	Purchasing Agent	4422
Nina_A_Miller	Purchasing Agent	6963
Juliet_M_Bohannon	Purchasing Agent	3800
Tracy_L_Green	Purchasing Agent	3805
Gianna_L_Livingston	Procurement Tech	6559
Dawn_M_Lemon	Contractor	8516

Charleston

FAX: (843) 764-4140
COMM: (843) 764-XXXX
DSN: 794-XXXX
@nwschs.navy.mil

House_Nancy	Director	7292
Wilhite_Lori	Lead Purchasing Agent	7180
Crosby_Diane	Purchasing Agent	4159

Corpus Christi

FAX: (361) 9612394
COMM: (361) 961-XXXX
DSN: 861-XXXX
@nrst.navy.mil

Nascc_supply_officer (LCDR Guevara)	Site Director	3661
Lino Vera Vera.l@	Contract Specialist	3662

Jesse_Garcia Garcia.j.h	Purchasing Agent	3877
Baldomero_Garza Garza.b	Purchasing Agent	3878
Larry_Claridge Claridge.l	Purchasing Agent	2345

Ingleside

FAX: (361) 776-4519
COMM: (361) 776-XXXX
DSN: 776-XXXX
@nrst.navy.mil

Maria_Gauntt	Purchasing Agent	4533
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Kingsville

FAX: (361) 516-6928
COMM: (361) 516-XXXX
DSN: 876-XXXX
@nrst.navy.mil

Dominguez.J	Purchasing Agent	6168
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Pascagoula

FAX: (228) 761-2130
COMM: (228) 761-XXXX
DSN: 358-XXXX
@jax.fisc.navy.mil

Supply@ns-pascagoula.navy.mil LCDR Lacy Bartee	Site Director	2006
Mary_L_Hosack	Small Purchase Supv	2120

NAF Key West

FAX: (305) 293-2247
COMM: (305) 293-XXXX
DSN: 483-XXXX
@naskw.navy.mil

LCDR Tyonia Burns burnsty@naskw.navy.mil	Site Director	DSN: 483-026
Cherry Gibson Gibsonch@	Purchasing Agent	DSN: 483-2212

Kim Clemons Clemonski@	Purchasing Agent	DSN: 483-2381
Felipe Dones Cardona donescardonafe@	Purchasing Agent	DSN: 483:

Guantanamo Bay
@usnbgtno.navy.mil

N40	(CDR Dowden)	Supply Officer	9-011-5399-4656
N40a	Mig Hettler	Asst Supply Ofc	9-011-5399-4431

FISC Counsel
FAX: (904) 542-1100
@jax.fisc.navy.mil

Philip_E_Adams	Counsel	1260
Kevin_A_Storey	Assistant Counsel	5185
Kathleen_W_Tinkler	Paralegal	1128
Sharon_L_Key	Legal Technician	1127

SMALL BUSINESS
FAX: (904) 5421099
@jax.fisc.navy.mil

Glenda_E_Rife	Deputy for Small Business	1143
Annie_C_Williams (Carolyn)	Small Business Specialist	1031